

## CITY OF HAYWARD

### Utilities Service Worker

#### Definition

To perform a variety of unskilled and semi-skilled duties related to the cleaning, maintenance and repair of equipment and facilities of the water and sewer pumping system.

#### Distinguishing Characteristics

Position assigned to the class performs a variety of semi-skilled tasks requiring a general knowledge of the water and collection system. Incumbents of this class are expected to perform duties while working alone. These duties include maintenance, minor repairs and adjustment to a variety of machinery, equipment and facilities related to the water and sewer pumping system.

#### Supervision Received

General supervision is provided by the Utilities Supervisor or senior staff; technical or functional supervision may be provided by higher level personnel.

#### Essential Duties

Depending upon assignment, duties may include but are not limited to the following:

1. Reads meters and charts and records results, notifying senior staff workers of any problems.
2. Performs daily routine maintenance and minor repair to a variety of machinery and equipment associated with the water and sewer pumping systems.
3. Maintains buildings and grounds in a neat, clean, safe and sanitary condition.
4. Uses hand and power tools in the performance of various work assignments.
5. Checks and tests equipment on a regular basis to determine operational status and reports findings to senior staff.
6. Maintains records, prepares written and oral reports of work performed, including posting of daily logs and ledgers.
7. Collects and preserves samples and performs routine standardized test (i.e., chlorine and ammonia residual, ph, temperature, turbidity, and various colorimetric tests).

8. Inspects, tests and treats the water distribution system and related equipment.
9. Performs preventive maintenance on sewer pumping system lift stations as required.
10. Operates City vehicles as required.
11. May assist in installation, adjustment and repair of a variety of mechanical equipment, including large industrial pumps, portable gas and diesel-driven pumps, motors, hydraulic controls and regulators and other related equipment.
12. Adjusts chlorination, chlorine, ammonia and fluoride equipment.

Other Job Related Duties

11. Performs related duties as required.

Job Related and Essential Qualifications

Knowledge of:

- A. The use of ordinary hand and power tools common to the equipment and building maintenance.
- B. The operation of compressors, valves, pumps, gauges, engines and electro-mechanical devices.
- C. Safety rules and safe working habits.
- D. General operation of the water and sewer pumping system.

Ability to:

- E. To learn to perform work requiring considerable manipulative skills using moderate amounts of independent judgement and initiative under minimal supervision.
- F. Read meters, charts, and test equipment and to change and adjust charts in use.
- G. Work without close supervision.
- H. Use mathematical formulas in the chemical treatment of the water system.
- I. Understand and carry out verbal and written instructions.
- J. Maintain good relations and deal effectively with co-workers, City employees, and general public.

- K. When required, work off shifts.
- L. Be available for placement on standby list.
- M. Ability to perform heavy physical labor.
- N. Ability to climb ladders to above and below grade structures.
- O. Ability to make standard laboratory test of water and sewage.
- P. Handle hazardous chemicals in a safe manner.

Experience and Training

Any combination equivalent to experience and training that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of experience in the construction or maintenance of water or sewer facilities.

Training:

Equivalent to graduation from high school.

License:

Valid Class B with tanker endorsement at time of appointment or ability to obtain within six months. Possession of Grade II Water Treatment Certification or ability to obtain within one year of appointment.

Probationary Period: Six months

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AAP GROUP: 18

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt